

## GGSE One-Time Room Request Form

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**EMAIL ALL ROOM REQUESTS TO TRISH STUDLEY: [trish@education.ucsb.edu](mailto:trish@education.ucsb.edu)**

- Please send a separate email for each event.
  - Copy and paste the below directly into your email.
- =====

Today's Date:

Requestor:

Department:

Extension:

Email:

1. Name of event and person "hosting" the event (ex., Dissertation Defense, Student XX) \*\*If requesting one-time class space, please include **full** course number, including section/s, and instructor name\*\*.
2. Date of event (if event will occur more than once, list all dates needed):
3. Day and time of event (beginning and ending):
4. Minimum/maximum room capacity needed:
5. Preferred room, if any (indicate "**only**" if required):
6. Additional information (for media equipment, software needs, etc. see below):

-----**IMPORTANT INFORMATION**-----

**MEDIA EQUIPMENT:** All class/seminar/lab rooms in the ED building are supplied with computers and projectors, plus laptop and network access – many classrooms have additional technology (DocCam, VCR/DVD, CopyCam, HuddleBoards, second projector, etc.)

**ADDITIONAL HELP/INFO:** If you have a specific need for software, group access, group folders, etc. please email [help@education.ucsb.edu](mailto:help@education.ucsb.edu) with the **SUBJECT: Classroom Request**.

**ADDITIONAL EQUIPMENT:** Please note that the only additional equipment available for checkout will be projectors that the Department of ED and CNCSP, TEP and GRI will make available as requested.

**CONFIRMATIONS:** Will be sent to you via email. If I am unable to schedule your event, I will notify you as soon as possible. Reservations will be made on a first-come, first-serve basis.